

**TRANSMITTAL LETTER
TO THE DISTRICT LOCAL ASSISTANCE ENGINEER**

Department of Transportation
District ____

Attn: _____
Local Assistance Engineer

Date:
Project:
Federal Project #:
Description:

_____ is proposing to _____.

The following items are provided for your review and consideration.

- ☐ PES FORM (COMPLETED & SIGNED)
- ☐ PROGRAMMATIC CATEGORICAL EXCLUSION/CATEGORICAL EXCLUSION DETERMINATION (FORM), CONTAINING THE FOLLOWING:
 - ☐ A DETAILED DESCRIPTION OF THE PROJECT LOCATION/SETTING (INCLUDING LAND USES)
 - ☐ DETAILED DESCRIPTION OF PROJECT AND PURPOSE
 - ☐ MAP (SHOWING PROJECT AREA, PROJECT LIMITS AND RIGHT OF WAY OWNERSHIP)
 - ☐ RESEARCH FINDINGS/FIELD NOTES AND ANY CORRESPONDENCE FROM RESOURCE AND/OR REGULATORY AGENCIES USED TO ANSWER QUESTIONS ON PES FORM
- ☐ MINIMAL AREA OF POTENTIAL EFFECT (APE) (IF APPLICABLE)
- ☐ FIELD REVIEW FORM

If additional information is needed, please contact _____ at _____.

Distribution:

Original: District Local Assistance Engineer
Copy: Local Agency Project Files